

SECTION 42 RECERTIFICATION NOTICE

SECOND NOTICE

To: _____

Date: _____

From: _____

Dear _____,

On _____, I sent an initial notice to you regarding annual recertification of your income, assets, and family composition as required by the Internal Revenue Service (IRS). Unfortunately, we have not been able to begin the recertification process because:

- ☐ You have not responded to my initial notice.
- ☐ You missed your recertification interview and have not re-scheduled another appointment.
- ☐ Your income and asset information is incomplete.
- ☐ Other _____

I understand your schedule is busy, but please remember that this interview is a very important step in maintaining your eligibility for your apartment. The IRS Section 42 Low Income Tax Credit Program's guidelines state that annual recertifications must be completed. If the recertification is not done, your lease will not be renewed for the next year, and you will be required to move.

Please contact me immediately at _____ to set up a time for us to meet. Remember, all adult members of your household will need to attend. If this is a problem, we can discuss alternative arrangements.

Sincerely,

Property Manager

Original-Resident
Copy-Resident File